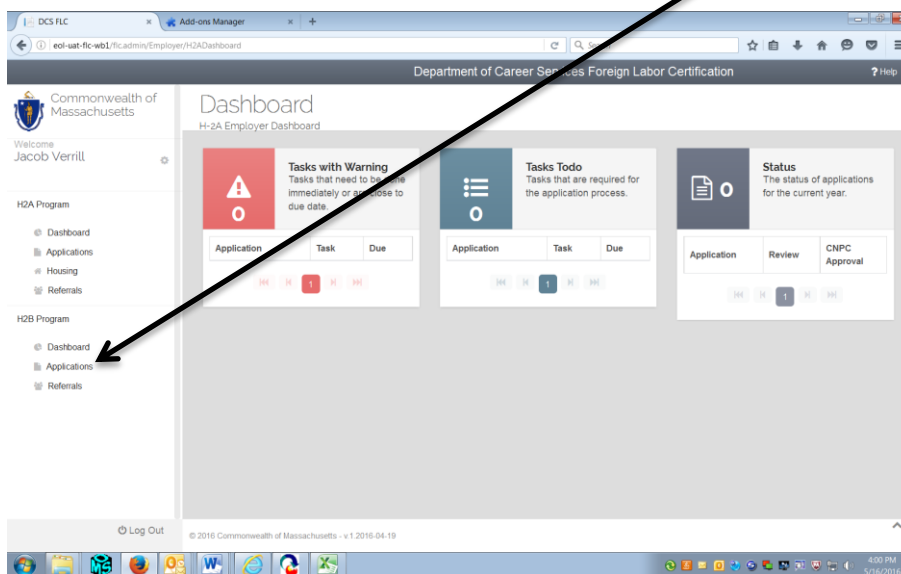


## Module 3 – Step-By-Step Directions to complete Job Order Form – H-2B

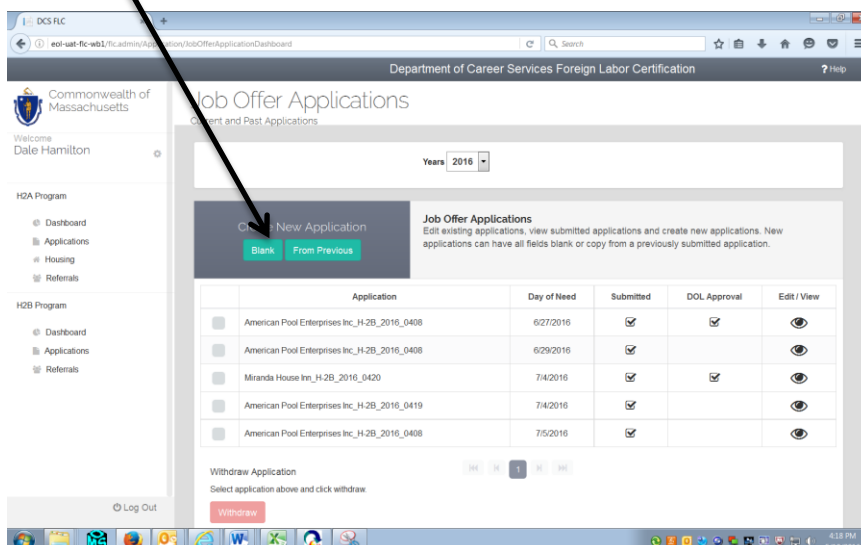
**H-2B Job Order has 7 Tabs that you need to open and complete. The tabs are located at the top of the Page. You will have to click on each tab to open that page.**

For the **first time**, you will have to create a new application but for the subsequent applications; you can use the previously created Job Orders. Make sure you click on H-2B Program

Log-on to your account, the following page will open; Select **"Application"**



Click on **"Blank"**



**Start with the first tab.**

**Tab 1 – Contact Information – Employer’s/Agents name and address.**

*The information is pre-filled. If you need to change any information you will have to go back to the “Employer’s profile” and change the information there.*

**Tab 2 – Job Opportunity**

**It is a fillable page, you can complete the following items on this page:**

**a. Anticipated Period of Employment**

*Date of Need for the employer; example: 5/1/2016 to 12/1/2016*

**b. Include Three-fourths Guarantee?**

*This is optional; Yes or No*

**c. Occupational / Job Title**

*Include Job Title; example: Cooks; dishwashers etc.*

**d. Number of Openings**

*How many workers will be needed*

**e. Is Job Opportunity Temporary and Full Time?**

*Yes or No; under H-2B regulations, the job opportunity has to be less than a year.*

**f. Job Description**

*Please include a description of the job duties and qualifications. List minimum education, experience, and specific requirements for the job (the employer will provide workers at no charge all tools, supplies, and equipment required to perform the job)*

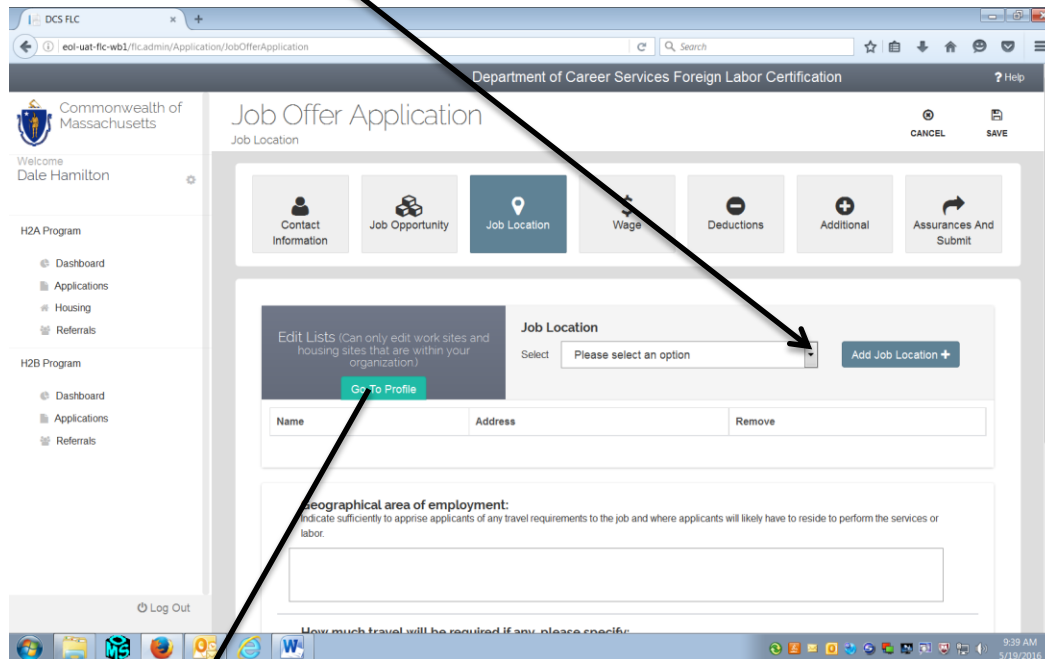
**g. In full detail, explain how workers will be provided tools, supplies, and equipment required to perform duties without charge or deposit charge**

**SAVE THE PAGE ; the “save “button is located at the top of the page.**

### Tab 3 – Job Location

a. Add job location

*Click on the drop down menu, select the job location that you had created on your profile.*



**Important:** If you do not have a job location listed on the drop down menu; Click on **“Go to Profile”**, **add job location** and save. You will then see the job location on the drop down menu.

b. **Geographical area of employment:**

*Indicate sufficiently to apprise applicants of any travel requirements to the job and where applicants will likely have to reside to perform the services or labor.*

c. **How much travel will be required if any, please specify.**

*Explain the travel time required from housing facility to work area, if any.*

d. **Daily transportation provided to work site?**

*Include if the employer will provide transportation to the work site*

Once you complete all items; **SAVE THE PAGE**

#### Tab 4 – Wage

This is a fillable page

Complete all information on this page.

a. **Work Days**

*Check the days the workers will be doing the job; i.e. Monday to Sunday. Check appropriate box.*

b. **Work hours**

*From \_\_\_ to: \_\_\_\_; i.e. Start and end time of the work day*

c. **Wage rate:**

*You need to complete up to 2 decimal points i.e. \$15.25 and so forth*

d. **Availability of overtime: and Overtime Rate:**

e. **Frequency of Pay**

*Check when the workers will be paid, weekly, bi-weekly or other.*

f. **Wage range**

*Here you will include the range of wages for example \$12 to \$16 etc.  
If there is no wage range, include the offered wages only.*

Once you complete all items on this page, **SAVE THE PAGE**

#### Tab 5 – Deductions

This is fillable page.

a. **Employer agrees that all deductions from the worker's paycheck required by law will be made**

*Check Yes or No*

b. **Any elective deductions available?**

*Include deduction for savings, health insurance, etc., if requested by the worker*

c. **Any other deductions not required by law that will be taken?**

*Include any other deductions such as for food, rental etc.*

Once you complete all items on this page, **SAVE THE PAGE**

## Tab 6 – Additional

### Fillable Page

**a. DOL CNPC Case Number**

*Include the H number provided by CNPC*

**b. On-the-job training available:**

*Include on – the –job training opportunities.*

**c. Provision of board, lodging, or other facilities?**

*Check: Yes or No*

**d. In full detail, explain how workers will be provided with or reimbursed for transportation and subsistence from the place of recruitment to the place of work.**

*Include the transportation facilities provided or reimbursement and subsistence given by the employer from place of recruitment to place of work specially if the worker has to travel from other States.*

**e. Job Referral Contact Information**

*Complete all information of the contact person that the worker/agent can contact for recruitment purposes.*

**f. In full detail, instruct applicants to inquire about the job opportunity at the nearest SWA (Department of Career Services is the Massachusetts SWA, below is their contact info.)**

*Provide the address of the nearest office.*

*Do not include the address of the Administrative office in Boston, MA*

Once you complete all items on this page, **SAVE THE PAGE**

### Tab 7 – Assurance and Submit

Prior to submitting the Application, the employer must review “Assurances.”

The screenshot shows the 'Assurances And Submit' tab in the FLC Web Based Application. The interface includes a sidebar with navigation links for H2A and H2B programs, a main content area with a 'Required Assurances' section, a signature line, and a 'Submit Application' button. Arrows point from the text above to the 'Required Assurances' and 'Submit Application' buttons.

- b. Review PDF version. If you need to edit, you can do that.  
Save the application after making changes.  
PRINT a copy for your records.**

- c. SAVE THE PAGE; and Submit Application**

*You will get a notification from DCS that the application was submitted successfully.*

**This is the end of Module 3.**